

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Cabinet
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Date	Time	Location
April 15, 2016	9:00AM – 10:00AM	President’s Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	X		Proxy; Off island on College Business
VPAS	Joseph Habuchmai	X		
VPCRE	Jim Currie	X		
VPEMSS	Joey Oducado	X		
VPIA	Karen Simion	X		
VPIEQA	Frankie Harriss		X	Off island on College Business
Chief of Staff	Universe Yamase	X		

Additional Attendees:	Comptroller and the Director of Procurement
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement 2. Review of Agenda 3. Review of Cabinet Minutes <ol style="list-style-type: none"> I. Action Item- March 4, 2016, Cabinet Minutes 4. Comptroller <ol style="list-style-type: none"> I. Financial Briefing 5. Director for Procurement <ol style="list-style-type: none"> I. Information Sharing- Proposed COM-FSM Centralized Procurement Process 6. VPCRE <ol style="list-style-type: none"> I. Action Item- Personnel Requisition for Agriculture Agent I, Pohnpei Campus CRE (Effective April 19, 2016, position reflects as Agriculture Agent II, Pohnpei Campus CRE) 7. VPIA <ol style="list-style-type: none"> I. Action Item- Personnel Requisition for Social Science Instructor, National Campus

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement- To begin the meeting, VPEMSS read the mission statement. 2. Review of the Agenda- A motion to approve the agenda was moved by VPEMSS and seconded by VPCRE. Cabinet members approved. 3. Review of Cabinet Minutes <ol style="list-style-type: none"> I. Action Item- March 4, 2016, Cabinet Minutes- A motion to approve the minutes with the

recommended changes was moved by VPIA, and seconded by VPEMSS.

4. Comptroller

I. Financial Briefing- Comptroller shared that she e-mailed the vice presidents their department budget as of March 31, 2016. Furthermore, Comptroller discussed to the cabinet members the “Consolidation of Expenditure Budget Per Department” and the “Revenue” as of March 31, 2016. Comptroller mentioned that effective April 1, 2016, the Director for Procurement will be making the “receiving report” and then have the “receiving report” submitted to the Business Office. In addition to financial briefing, she mentioned that the collection of Pell Grant is 90% as of March 31, 2016, and it included the previous semesters. After review of the expenditure and budget, VPEMSS requested that any reprogramming of student activity fund decisions be shared with him prior to taking action. Comptroller acknowledged VPEMSS’ request.

5. Director of Procurement-

I. Information Sharing- Proposed COM-FSM Centralized Procurement Process- The director for procurement discussed the “Proposed COM-FSM Procurement Process”. He mentioned that the basis for the established process derived from the audit report, the Institutional Self Evaluation Report of December 15, 2015, and the Visiting Team’s comments from the scheduled meetings during March 14-17, 2016, at National Campus. The director informed cabinet that he will conduct a presentation for the college community about the process so everyone is aware and will know what to expect from this new procurement process.

6. VPCRE

I. Action Item-Personnel Requisition for Agriculture Agent I, Pohnpei Campus CRE- VPCRE mentioned that Land Grant Office, not the college, funds the Agriculture Agent I position. The position had been vacant since February 17, 2016. A motion to approve the advertising of the position was moved by VPIA and seconded by VPEMSS.

On April 19, 2016, VPCRE requested through e-mail to cabinet members present at the April 15, 2016, meeting to accept his change of the level grade of the position from Level 1 to Level II. Thus, the position will be presented as Agriculture Agent II, position. The reasoning behind is that the salary for a Level II is set at \$10,478 - \$11, 544 which is the allocation amount given to CRE by Land Grant Program for a beginning agent position, which is set at Level II. In addition, the reason for the change from Agent I to Agent II was primarily the position of Agent I requires an AFT minimum with preference for an AS Degree whereas the Agent II position requires a minimum of an AS degree but preferably a BS as is proposed in the original positional approval. An electronic vote was made on April 19, 2016, and the cabinet members approved. This position will be advertised by the Human Resources Office as Agriculture Agent II, Pohnpei Campus CRE.

7. VPIA

I. Action Item- Personnel Requisition for Social Science Instructor, National Campus- The position had been vacant since the 4th week of Spring 2016. The Micronesian Studies Program had to look for a part-time faculty, and assign overload to regular faculty. There is a need to hire a full-time Social Science Instructor who has a degree in Social Sciences, especially in geography, history and culture. Failure to fill this position will impact how students will achieve outcomes in the Micronesian Studies Program, and more importantly will hinder students from finishing in a timely

manner. The impacts of not filling this position will be mostly negative on the division's ability to implement continuous and consistent assessment, course scheduling, regular course load for the full time faculty, and last but not the least, student advising. A motion to approve the advertising of the Social Science Instructor for National Campus was moved by VPEMSS, and seconded by VPCRE. Cabinet members approved. This position will be advertised by the Human Resources Office.

Comments/Upcoming Meeting Date & Time/Etc.:

- VPEMSS shared that there will be a college fair held on April 26, 2016, from 8:30AM-1:00PM at National Campus.
- VPCRE mentioned he submitted residence instruction grant proposal.
- VPIA shared her Gateway training abroad and reminded the members that the initiative is a college wide involvement. Next week she'll be inviting faculty to a meeting on how to redesign the 3 Gateway courses for the college.

Handouts/Documents Referenced:

- April 15, 2016, Cabinet Agenda
- "Consolidation of Expenditure Budget Per Department" and the "Revenue" as of March 31, 2016
- March 4, 2016, Cabinet Minutes
- "Proposed COM-FSM Centralized Procurement Process
- Personnel Requisition for Agriculture Agent I, Pohnpei Campus CRE
- Personnel Requisition for Social Science Instructor, National Campus

College Web Site Link:

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Prepared by:	COS	Date Distributed:	April 19, 2106
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Approval of Minutes Process & Responses:

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Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. Human Resources Office will advertise the personnel requisitions submitted by VPIA and VPCRE.